



TERMS OF REFERENCE

Project title: From diversity blind into diversity transformative local communities towards inclusive equality

PUBLIC CALL FOR EXPERTS: Development and Implementation of a Mentoring Programme for Institutional and Individual Capacity Building for Grassroot CSOs

About the project:	The project has a goal of enabling grass root civil society organizations to become active participants in the evaluation of local budgets and policies, ultimately promoting equity and inclusiveness within their communities. The focus will be on fostering dialogue with local and national governments, advocating effectively, and monitoring reforms related to the accession process. Additionally, the project will enhance the sectorial networking of CSOs and policy dialogue through two of the twelve IPA sectorial working groups. The project will adopt an inclusive approach and work closely with CSO representatives in 17 municipalities to develop evidence-based policies that counteract discrimination and advance equality and inclusiveness.
Project objective:	The objective of this project is to foster structured dialogue and collaboration between public institutions and empowered rights-based grass root civil society organizations. This will be achieved by evaluating local policies, programs, and budgets using equality indicators, leading to reforms and the creation of inclusive communities
Target groups:	Target groups: Representatives from local, rights based CSOs from the following municipalities: Karposh, Shtip, Pehcevo, Kriva Palanka, Lipkovo, Konche, Strumica, Bitola, Mogila, Staro Nagoricane, Gradstko, Rosoman, Kavadarci, Struga, Vevcani, Gostivar, Vrapchishte.
Place:	Municipalities: Karposh, Shtip, Pehcevo, Kriva Palanka, Lipkovo, Konche, Strumica, Bitola, Mogila, Staro Nagoricane, Gradstko, Rosoman, Kavadarci, Struga, Vevcani, Gostivar, Vrapchishte.
Timeframe	TBD <i>*A signed statement of exclusivity and availability will be requested from selected experts once the timeframe is decided.</i>

Results and Activities:	
Results:	R1: Inter-sectional gender assessment of local equality policies, annual programs and budgets is conducted by developing unified monitoring tools to measure the commitment of local authorities for improvement of the equality policies on local level; R2: Capacity of right-based grass root civil society organizations are strengthened and networking developed towards strengthening sectorial policy dialogue in (1) Justice and (2) Education, Employment and Social Policy, enabling them to monitor accountability of local self-government; R3: Structured sectorial local mechanisms for consultations on local level are developed and strengthened.
Activities	The project consists of 3 sets of activities: WP1: Developing tools for Intersectional gender assessment 1.1 Intersectional gender analysis of local Strategic documents, policies and action plans and tools for their alignment with municipal annual programmes and budgets 1.2 Development of intersectional gender indicators for local programming towards gender equality and diversity enhancement on local level 1.3 Intersectional gender analysis of local Strategic documents, policies and action plans and tools for their alignment with municipal annual programmes and budgets 1.4 Developing practical Guide for Intersectional gender assessment 1.5 Seventeen (17) Equality and Diversity consultations with CSOs, citizens and Government 1.6 Public conference for presentation of the findings to the existing structures for EU negotiation WP2: Capacity building on Intersectional Gender approach and networking 2.1. Needs assessment of the CSOs to assess their advocacy capacities and needs, knowledge, skills to work on improvement on the specific local policies 2.2: Capacity building on Intersectional Gender approach and diversity mainstreaming into local strategic documents and programmes 2.3: Training interventions organised 2.4: Networking, consultation, communication and coordination among local and national stakeholders towards enhancing grass root/local CSOs to participate in the work of the sectorial working groups for EU accession and negotiations 2.5. Capacity building thought mentoring on institutional and individual level for grass root CSOs (relevant for this public call for experts) WP3: Sub-granting for 17 CSOs countrywide 3.1 Development of sub-granting scheme



	3.2 Implementation of sub-granting scheme 3.3 Evaluation of the impact and dissemination of the results of sub-granting scheme 3.4 Increased visibility of the project results
Expert's tasks and duties:	The engagement aims to strengthen the capacity of local rights-based CSOs in 17 municipalities by providing structured mentoring support. The focus is on institutional and individual capacity building in order to enable CSOs to implement and advocate for impactful projects and policies. The mentoring programme will address key areas such as project and finance management, gender-responsive budgeting, intersectional approaches, disability mainstreaming and human rights. Your tasks will include, based on previously implemented needs assessment: - <i>Development of structured mentoring programme covering institutional and individual capacity building.</i> - <i>Development of mentoring plan that includes themes such as intersectional gender analysis, human rights, project management and finance management.</i> - <i>Organize monthly mentoring sessions (8-12 per grantee) over the project period.</i> - <i>Track participation and feedback from mentees.</i> - <i>Assess progress and make necessary adjustments to mentoring strategies.</i> - <i>Prepare a final report on the outcomes of the mentoring programme and evaluate programme effectiveness.</i> Modality of engagement: local expertise with specific knowledge and experience in gender equality, anti-discrimination, inter-sectional approach, and rights of persons with disabilities. Maximum days allocated: 70 Geographical area to be covered by the experts: Skopje region: Karposh Eastern region: Shtip, Pehcevo North-east region: Kriva Palanka, Lipkovo, Staro Nagoricane South-east region: Konche, Strumica Pelagonia: Bitola, Mogila Vardar region: Gradsko, Rosoman, Kavadarci South-west region: Struga, Vevcani Polog region: Gostivar, Vrapciste
Qualifications of experts	Required Expertise and Qualifications: Expert Profile: Capacity Building & Mentoring Expert (up to 2 experts) Qualifications and Skills: • University degree in social sciences, law, project management, or a related field. • Strong experience in mentoring, coaching, and capacity building.



- Knowledge of gender equality, human rights, and diversity mainstreaming.
- Excellent communication and facilitation skills.
- Fluency in Macedonian and English (Albanian language skills are an asset).

Professional Experience:

- Minimum 10 years of experience in mentoring and capacity building for CSOs.
- Experience in developing and implementing mentoring programmes.
- Knowledge of EU accession processes and sectorial policy dialogue.

Modality of Engagement:

- Local expertise with demonstrated experience in capacity building and mentoring.
- Engagement will be deliverables-based, with deadlines for programme development and implementation.
- Payment will be made in installments upon receipt and approval of deliverables.

Required documentation:

An offer submitted **by natural persons** should contain the following information:

- Brief biography (Annex 1);
- Proposal of methodology (Annex 2);
- Financial offer (Annex 4);

An offer submitted **by legal entities** should contain the following information:

- Current status of the supplier no older than 6 months;
- Portfolio of previous work (infographics, video samples, or relevant materials) (Annex 1)
- Brief biography of the team (Annex 2);
- Proposed marketing and PR strategy (Annex 3);
- Financial offer form (Annex 5);
- Statement on non-existence of conditions for exclusion of a supplier for the performance of services for the project (Annex 6)

*** All documentation from applicants must be provided in PDF form.**

***Payments will be made in instalments upon receipt and approval of the deliverables.**

Deadline for submitting offers:

All offers **must** be submitted by to the following e-mail addresses: teazografska@gmail.com, sozm@t.mk, adi@adi.org.mk, sergej.shavreski@polioplus.org.mk with the subject line: **PUBLIC CALL FOR EXPERTS: Mentoring Programme**

Deadline: 13.11.2025